

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u> Utility Locator	<u>Revision Date:</u> 02/08
		<u>EEO Function:</u> Utilities & Trans
		<u>EEO Category:</u> Technician
		<u>Status:</u> Non-Exempt
		<u>Control No:</u> 30555

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the Support Services Manager, performs skilled work pertaining to the locating of utilities, mapping, GPS data gathering, drafting, inspecting, and researching of the City drinking water, irrigation, flood control, and street lighting systems.

III. Essential Duties:

- Locate and mark utility infrastructure (Blue Staking)
- Coordinate with contractors and others who request locations of utilities
- Interpret maps to determine the location of utilities
- Operate utility locating equipment
- Collect and organize field data related to utility infrastructure (GPS)
- Coordinate with engineering and field personnel as needed to locate utilities
- Develop and maintain records of Blue Staking requests and activities

IV. Marginal Duties

- Collect and organize file information related to utility infrastructure
- Perform elementary mapping and drafting of utility systems
- Use sketches and drawings to complete the drafting of utility system maps
- Maintain mapping files
- Prepare maps of Sandy City's utility systems
- Input utility system data into various computer programs
- Assist with inspection efforts as needed
- Coordinate with engineering and field personnel on mapping efforts
- Complete work orders and various other records pertaining to work activities
- Perform other duties as assigned

V. Qualifications

Education and Experience: High School graduate or equivalent education required. One year of experience in engineering, construction management, equipment operation or related field.

Certificates/Licenses: Valid drivers license; encouraged to become a certified Utah State Water Distribution Operator (Grade IV minimum).

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Tools, machines, and equipment used in the operation, maintenance, and construction of the water, irrigation, flood control and street light systems; principles of maintenance and construction of water related projects; OSHA safety standards and EPA water standards and other related local, state, and federal regulations; knowledge of, and ability to set up safe work zones in accordance with OSHA and state standards; water system facilities, equipment, and operations; computer operations and geographic information systems (GIS)

.

Responsibility for: Great responsibility for the accuracy of locating utility infrastructure; great responsibility for the care, condition, and use of materials, equipment, and tools.

Communication skills: Ability to furnish and obtain information from contractors, other city departments, and department employees; frequent contact with contractors; establish effective working relationships with employees and the public.

Tool, Machine, Equipment Operation: Regular use of a telephone, copy machine, computer, fax machine, calculator, City vehicle, global position satellite receiver (GPS), metal detector, utility line detector, and non-powered hand tools.

Analytical Ability: Follow verbal and written instructions; read plans and blueprints; prioritize tasks; ability to manage documents and records.

VI. Working Conditions:

Great mental effort is required daily; a great amount of pressure and fatigue is present during an average work day; moderate exposure to overtime with some weekend work required; constant exposure to deadlines; field work; exposure to water, noise, dust, all types of weather conditions, heavy equipment and traffic; work in and around vaults, manholes and construction site hazards; frequent lifting, climbing, balancing, stooping, and kneeling are required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____